

5-26-1983

Board of Trustees Minutes, May 26, 1983

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

May 26, 1983
10:00 a.m., W. 705 1st St., Spokane, WA

I. Presidents' Reports

- A. Dr. H. George Frederickson
- B. Dr. Lula Schroder, President, Faculty Organization
- C. Ms. Gina Hames, President, Associated Students
- D. Mr. Ray Liberg, President, Alumni Association
- E. Ms. Maureen Micklich, Director, Foundation

II. Approval of Minutes (Attachment II.)

III. Policy Issues

- A. PUB Expansion
- B. Acceptance of Capital Projects
 - 1. Aquatics Building Solar System (Attachment III.B.1.)
 - 2. Surbeck Storage Building (Attachment III.B.2.)
 - 3. Tawanka Commons HVAC Renovation (Attachment III.B.3.)
- C. Special Course Fee - English (Attachment III.C.)

IV. Information Items

- A. Student Health Care
- B. Contractor's Minority Employment Report (Attachment IV.B.)
- C. Contracts/Change Orders Awarded Under \$17,500 (Attachment IV.C.)
- D. Quarterly Audit Follow-Up (Attachment IV.D.)
- E. Grievance Procedure

V. Old Business

VI. New Business

VII. Executive Session

An executive Session will be called for the purpose of discussing personnel matters.

VIII. Personnel Actions (Attachment VIII.)

The next regular meeting of the Board of Trustees will be held on June 23, 1983, at 10:00 a.m. in the PUB Council Chambers.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes
May 26, 1983

The regular meeting of the Board of Trustees of Eastern Washington University was held on May 26, 1983, at 10:00 a.m. in Room 223 of the Higher Education Center, W. 705 1st Street, in Spokane.

BOARD MEMBERS PRESENT

Mrs. Eleanor Chase, Chairwoman
Mr. Andrew P. Kelly
Mr. James D. Ray

BOARD MEMBERS ABSENT

Mr. Bert Shaber, Vice Chairman
Mr. Fred C. Enlow

STAFF PRESENT

Dr. H. George Frederickson, President
Mr. Ken Dolan, Secretary, Board of Trustees
Mr. Mark Cassidy, Assistant Attorney General
Dr. Duane Thompson, Vice President & Provost for Academic Affairs
Dr. Gordon Martinen, Vice President for Extended Programs
Dr. Richard Flamer, Provost for Student Services
Mr. Fred Johns, University Foundation
Dr. Steve Christopher, Vice Provost for Undergraduate Studies
Mr. Robert Graham, Director of Facilities
Mr. Chuck Stephens, Extended Programs
Ms. Maureen Micklich, Director, University Foundation
Mr. Gene Spooner, Chairman, WFSE
Dr. Grant Smith, Chairman, Department of English
Mr. William Katz, Dean, School of Human Learning & Development

STUDENTS PRESENT

Ms. Gina Hames, President, Associated Students
Mr. Steve Zander, Finance Vice President, Associated Students
Mr. Thayne Stone, Executive Vice President, Associated Students

MEDIA PRESENT

Ms. Carol Geer, KHQ-TV
Mr. Bart Preecs, Spokesman Review-Chronicle
Mr. Rod Everhart, Cheney Free Press

BUSINESS MEETING

Chairwoman Chase called the business meeting to order at 10:10 a.m.

PRESIDENTS' REPORTS

1. H. George Frederickson. President Frederickson announced that EWU won the Corporate Cup at the Bloomsday race. The award is given to the team with the lowest combined time of three of its runners. EWU was given a traveling trophy, to be kept one year, and a permanent trophy, both of which will be displayed in the Faculty Lounge.

The legislature has adjourned. The final budget for EWU next year will be \$68,193,000, with an additional \$1,497,000 in local funds, for a total of \$69,690,000. Dr. Frederickson expressed the gratitude of EWU for Governor Spellman's consistent support of higher education throughout the legislative session. Eastern is budgeted for 7,000 FTE (an actual of 8,000 to 8,500) and 366 faculty. The faculty is presently 20-25 below that figure. Hiring of faculty will bring the figure up to standard, and staff will be hired to replace some who had to be released during the budget reduction.

Interviews in the Dean search for Fine Arts will conclude next week. We are pleased with the quality of applicants drawn to the position.

EWU is petitioning for Division I status (the first step in entering the Big Sky Conference). We will be playing 7 of the 8 Big Sky schools in football, and 6 of the 8 in basketball. Women's athletics are included in the application. Obtaining Division I status is essential if we are to remain in the Mountain West Athletic Conference.

Today the Time Capsule will be prepared and sealed for opening in the year 2083. It will contain letters from Dr. Frederickson, Eleanor Chase, Gina Hames, and memorabilia from the university.

The Honorable Edward Heath has withdrawn as commencement speaker in order to run in the elections recently called by Prime Minister Margaret Thatcher. We hope to have a replacement speaker by the end of this day.

Tomorrow morning, May 27, at 7:30 a.m., we will be having another ABC breakfast, this time featuring Mr. Chuck Knox, Coach of the Seattle Seahawks, speaking on "The Winning Edge."

2. Dr. Lula Schroder, President, Faculty Organization. See Attachment I.
3. Ms. Gina Hames, President, Associated Students. See Attachment II.
4. Dr. Gordon Martinen, reporting for Mr. Ray Liberg, President of the Alumni Association. Dr. Martinen announced that the Spring Quarterly Retreat is scheduled for Harstene Island this weekend (May 28-29) to plan next year's activities.

5. Ms. Maureen Micklich, Director, EWU Foundation. Ms. Micklich announced that the Foundation has received a gift to be used for an art collection in the Higher Education Center.

June 9 is the date for the annual Foundation meeting to be held in the Higher Education Center.

Maureen Micklich and Gina Hames have worked with the members in the Foundation to form a Career Resource Day, where businesses will talk with students about getting jobs and what they can expect once they are on the job.

MINUTES OF THE APRIL 28, 1983, MEETING OF THE BOARD OF TRUSTEES
Agenda Item II.

Motion #5-01-83: "I move that the minutes of the regular meeting held on April 28, 1983, be approved."

Motion by Mr. Kelly, seconded by Mr. Ray, approved unanimously.

PUB EXPANSION, Agenda Item III.A.

Motion #5-02-83: "I move that the Board approve the preparation of the appropriate bond resolution authorizing the sale of serial revenue bonds to be dated October 1, 1983, in the amount of approximately \$3,320,000 as the first step in the proposed PUB expansion project."

Motion by Mr. Kelly, seconded by Mr. Ray, approved unanimously.

ACCEPTANCE OF CAPITAL PROJECTS, Agenda Item III.B.

Motion #5-03-83: "I move that the aquatics building solar system, the Surbeck storage building, and the Tawanka Commons HAVAC renovation projects be accepted as completed."

Motion by Mr. Ray, seconded by Mr. Kelly, approved unanimously.

SPECIAL COURSE FEE, Agenda Item III.C.

Motion #5-04-83: "I move that the special course fee of \$5 for English Composition be approved."

Motion by Mr. Ray, seconded by Mr. Kelly, approved unanimously.

INFORMATION ITEMS, Agenda Item IV.

Dr. Schroder and Dr. Thompson reported on the progress made in preparing an acceptable revision to the grievance procedure. A revised grievance procedure will be available for Board consideration at the June meeting.

OLD BUSINESS

Mr. Kelly requested additional information on the actual classroom utilization and on the number of employees whose contracts were cut

back and the number who actually lost jobs as a result of the budget reductions taken during the last fiscal year.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

Chairwoman Chase called an executive session at 11:50 a.m. for the purpose of discussing personnel matters. She called the meeting back into session at 12:40 p.m.

TRUSTEES' MEDALS

Motion #5-05-83: "I move that the Trustees' Medal for 1983 be awarded to Dr. Norman Vigfusson and Dr. Mohammed Ikramuddin."

Motion by Mr. Kelly, seconded by Mr. Ray, approved unanimously.

PERSONNEL ACTIONS, Agenda Item VIII.

Motion #5-06-83: "I move that the personnel actions be approved as submitted."

Motion by Mr. Ray, seconded by Mr. Kelly, approved unanimously.

ADJOURNMENT

Chairwoman Chase adjourned the meeting at 1:00 p.m.

NEXT MEETING DATE

The next regular meeting of the Board of Trustees will be held on June 23, 1983, at 10:00 a.m. in the PUB Council Chambers.


ELEANOR E. CHASE, Chairwoman
Board of Trustees

KENNETH R. DOLAN, Secretary
Board of Trustees

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: May 16, 1983

Subject: Acceptance of Capital Project

The attached memorandum from Richard Clark to Robert Graham provides background information on the Aquatics Building Solar System. I recommend that the project be accepted as complete at the next Board meeting.

lf

EWU

Memorandum

To: Robert L. Graham, Director of Facilities
From: Richard Clark, Engineering Services
Date: May 5, 1983
Subject: Acceptance of Capital Projects

Based upon the construction work being substantially complete, it is recommended that the Board of Trustees accept the following major capital improvement project:

Project: Aquatics Building Solar System
Project No.: PP-81-11
Description: This project provided for the design and installation of a solar collector system to assist in heating the Aquatics Building's pool. As designed, the system will supply approximately 60% of the pool's heating requirements.
Consultant: Engineering Services, E.W.U./Energy Production Systems, Inc., Seattle
Contractor: Energy Production Systems, Inc., Seattle
Contract History: Contract award approved on April 29, 1982
Notice to Proceed issued on July 26, 1982
Construction substantially complete as of May 5, 1983

Construction Contract Amount:

Projected Contract Amount Prior to Bid:		\$214,000.00
Original Contract Amount:		\$153,717.00
Change Orders		
Change Order No. 1:	Add	\$ 12,444.29
Change Order No. 2:	Add	9,047.54
Total Change Order Amount:		<u>\$ 21,491.83</u>
Total Adjusted Contract Amount:		<u>\$175,208.83</u>

Contractor's Minority Employment Summary:


	<u>Total Staff</u>	<u>Minorities</u>	<u>Percent</u>
April, 1982	14	0	0
*May thru July	-	-	-
August	(No payment or manpower report submitted this month)		
September	9	1	11
October	9	1	11
November	11	1	9
December	12	1	9
January, 1983	12	1	8
February	12	1	8
March	12	1	8
April	12	1	8

* Contract execution delayed during this period due to bonding difficulties experienced by the Contractor.

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: May 16, 1983

Subject: Acceptance of Capital Project

The attached memorandum from Richard Clark to Robert Graham provides background information on the Surbeck Storage Building Addition. I recommend that the project be accepted as complete at the next Board meeting.

lf

EWU

Memorandum

To: Robert L. Graham, Director of Facilities
From: Richard Clark, Engineering Services
Date: May 5, 1983
Subject: Acceptance of Capital Projects

Based upon the construction work being substantially complete, it is recommended that the Board of Trustees accept the following minor capital improvement project:

Project: Surbeck Storage Building Addition

Project No.: ES-82-05G

Description: This project provided for the construction of a combined 5,000 G.S.F. office/storage loft addition, and the enclosing of the existing storage facility located in the University's "bone yard". The office spaces will be occupied by Central Services which includes the Post Office, Stores Operations and Trucking Services. The enclosed storage areas will become the Receiving Warehouse. These campus services are presently located in Surbeck Services which will be renovated to house the Maintenance and Paint Shops as a result of these shops being displaced in conjunction with the renovation of the Maintenance Building for the Computer Center.

Consultant: Engineering Services, E.W.U./Tan, Brookie, Kundig Architects, Spokane

Contractor: Turn-Key Incorporated, Spokane

Contract History: Contract award approved on September 23, 1982
Notice to Proceed issued on October 12, 1982
Construction substantially complete as of May 5, 1983

Construction Contract Amount:

Projected Contract Amount Prior to Bid:	\$142,000.00
Original Contract Amount:	\$129,143.00
Change Orders	
Change Order No. 1: (no cost change)\$	0.0
Change Order No. 2: Add	4,863.46
Total Change Order Amount:	\$ 4,863.46
Total Adjusted Contract Amount:	<u>\$134,006.46</u>


Contractor's Minority Employment Summary:

	<u>Total Staff</u>	<u>Minorities</u>	<u>Percent</u>
September, 1982	29	13	45
October (No payment request or manpower report submitted this month)			
November (No payment request or manpower report submitted this month)			
December (No payment request or manpower report submitted this month)			
January, 1983	29	11	37
February	32	11	34
March	24	8	33
April	18	2	11

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: May 16, 1983

Subject: Acceptance of Capital Project

The attached memorandum from Richard Clark to Robert Graham provides background information on the Tawanka Hall HVAC Renovation. I recommend that the project be accepted as complete at the next Board meeting.

lf

EWU

Memorandum

To: Robert L. Graham, Director of Facilities
From: Richard Clark, Engineering Services
Date: May 5, 1983
Subject: Acceptance of Capital Projects

Based upon the construction work being substantially complete, it is recommended that the Board of Trustees accept the following major capital improvement project:

Project: Tawanka Hall HVAC Renovation
Project No.: PP-82-02
Description: This project provided for the replacement of the original antiquated air handling equipment serving the building with an efficient, energy conserving HVAC system. In addition to serving the existing building, the new system is designed to supply the first floor open areas if enclosed in the future.
Consultant: Gerard & Associates, Inc., Spokane
Contractor: McClintock & Turk, Spokane
Contract History: Contract award approved on May 27, 1982
Notice to Proceed issued on June 30, 1982
Construction substantially complete as of May 5, 1983

Construction Contract Amount:

Consultant's Projected Contract Amount Prior to Bid:	\$400,000.00
Original Contract Amount:	\$549,750.00
Change Orders	
Change Order No. 1:	Deduct (\$ 66,011.00)
Change Order No. 2:	Add 1,803.70
Change Order No. 3:	Add 1,195.59
*Change Proposal P-E:	Add 2,864.45
Total Change Order Amount:	(\$ 60,147.26)
Total Adjusted Contract Amount:	<u>\$489,602.74</u>

*Change Proposal P-E is currently in the process of being executed into Change Order No. 4.

Contractor's Minority Employment Summary:


	<u>Total Staff</u>	<u>Minorities</u>	<u>Percent</u>
May, 1982	15	1	7
June	(No payment or manpower report submitted this month)		
July	(No payment or manpower report submitted this month)		
August	6	1	16
September	8	1	12
October	8	1	12
November	8	1	12
December	15	1	7
January, 1983	15	1	7
February	18	1	5
March	13	1	7
April	10	1	10

EWU

Memorandum

To: H. George Frederickson, President

From: Duane G. Thompson, Vice President and Provost for Academic Affairs

Date: May 16, 1983 

Subject: Special Course Fee for English Composition

The Department of English is changing the approach to teaching composition at Eastern, with implementation Fall Quarter 1983. While many changes will be made, one will be the classroom materials required for students.

Currently, students pay \$10.95 and \$14.95 respectively for required textbooks in English 100 and English 101. The change will require materials developed by the University, and there will be no required textbook for students to purchase.

The materials are developed locally and altered and improved as experience is gained with each set. Since the materials are given out on a specific schedule through the quarter, it is not feasible to have the materials printed and sold through the bookstore. The materials carry no copyright, and the requested course fee of \$5 per student is estimated to cover the cost of materials with no profit involved. Should the estimate be wrong, a change in the fee will be made to bring it in line with the actual cost.

The lab fee of \$5 represents an additional special course fee, but there is a saving to the student from the present practice of requiring the more expensive textbooks.


Given the approach taken by the Department of English, I am optimistic that the changes in the composition program will be more effective in developing students with writing skills at a level we should expect in a regional University. I fully support the request for the implementation of a \$5 laboratory fee for both English 100 and English 101 to be implemented Fall Quarter 1983.

DGT:v

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: May 16, 1983

Subject: Contractor's Minority Employment Report

The Contractor's Minority Employment Report for the Month of May, 1983 is attached for the information of the Board of Trustees.

The report reflects the minority employment status of each contractor/engineer/architect firm engaged in major projects on the campus. The numbers shown are from the most recent billing from each firm.

1f

CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
May 1983

CONTRACTOR/CONSULTANT	Total Workers	Women		Minority Workers (Included in Total)						
		#	%	Black	Asian Amn.	Native Amn.	Spanish Surname	Other	Total	% of Total
Adkinson/Leigh/Sims Cuppage Architects - Baseball Field Reloc.										
A. First Billing	20	5	25	0	1	0	0	0	1	5
B. Last Billing (12/10/82)	23	7	30	0	1	0	0	0	1	4
Michael A. Kennedy, Consultant Comprehensive Water Plan										
A. First Billing	21	2	10	0	2	0	0	0	2	9
B. Last Billing (12/2/82)	21	3	14	0	3	0	0	0	3	14
McClintock & Turk, Inc., Contractors Tawanka Hall HVAC Renovation										
A. First Billing	6	1	16	0	0	1	0	0	1	17
B. Last Billing (3/31/83)	13	2	15	0	0	1	0	0	1	8
Energy Production Systems, Inc. Contractors - Aquatics Bldg. Solar System										
A. First Billing	9	4	44	0	0	0	0	1	1	11
B. Last Billing (3/31/83)	12	2	16	0	0	0	0	1	1	8
Turn-Key Incorporated Surbeck Storage Building Addition and JFK Handicap Improvements										
A. First Billing	29	1	3	1	1	9	0	0	11	37
B. Last Billing (3/31/83)	18	1	5	1	1	0	0	0	2	11
Tan/Brookie/Kundig Architects Student Services, Dorm Life Safety										
A. First Billing	13	4	31	0	2	0	0	0	2	15
B. Last Billing (4/28/83)	11	2	18	0	2	0	0	0	2	18


CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
MAY 1983

[illegible]

EWU

Memorandum

To: H. George Frederickson, President

From: Russ Hartman, Vice President for Business & Finance 

Date: May 16, 1983

Subject: Contracts and Change Orders Awarded Under \$17,500

The Board of Trustees has delegated authority for the award of public works contracts under \$17,500 to the administration with the condition that all such awards be reported to the Board of Trustees.

The following Public Works Contract less than \$17,500 was executed on May 4, 1983:

Contract No.: ES-82-07G

Project: Martin Hall Alterations Task 2
EMCS Interface

Contractor: STAEFA Controls System
Systems Division
4340 Viewridge Avenue
San Diego, California 92123

Contract Amount: \$6,710.00

Description: Work performed under this Contract will provide interfacing of the Martin Hall temperature controls with the University's Energy Monitoring Control System (EMCS). Originally, this work was part of the Martin Hall Alterations Task 2 contract with Neal H. Russell Construction, Inc. However, due to several equipment fabrication delays, the computer interfacing work was deleted from the original contract as a means of expediting the completion of the major contracted work.

EASTERN WASHINGTON UNIVERSITY

MANAGEMENT REPORTING SYSTEM

REPORT NUMBER SEVENTY

Quarterly Audit Followup Report
1st Quarter, 1983

Prepared By:

Business & Finance

May, 1983

EWU

Memorandum

To: Bill Shaw, Director of Financial Services
From: Ron Hall, Internal Auditor
Date: May 11, 1983
Subject: Quarterly Audit Followup Report 1st Quarter, 1983

The following audits have been completed:

1. Central Cashiering - over/short occurrences, Job Control 83-11-1.
2. Conference Center - Cashiering Investigation - Loss of cash receipts totaling \$428.00, Job Control 83-7-1.
3. Library Cashiering Investigation, Job Control 83-13-1.

The completed reports have been distributed to the appropriate officials. Since management responses to specific recommendations are not scheduled until later, these audits will be included for quarterly audit followup review at the end of second quarter.

RH:ljs

Attachments

cc: R. Hartman

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit Physical Plant 11/80	1. Policies and Procedures Manual for overall campus security.	X			X	The final draft of policies has been submitted by Campus Police Chief and was implemented as of May 15, 1983.	Director of Physical Plant
Internal Audit, Cashiering Investigation, 5/4/82	2. Though a system is established that will identify shortages by month, there is not adequate followup in order to alleviate the shortages.	X				Plans are being made to change the method of Cashiering checkout and balancing that will hold the teller responsible for daily balancing and accountability of overages and shortages. Implementation is set for 6/30/83.	Controller
Internal audit, Student Union Cashiering Investigation, 5/4/82	3. Deposits accepted from the dining services operation were not always supported by a cash register tape.	X				Still a problem. Presently using the Faculty Lounge cash register which is being used to ring up the total of the cash collected. Looking at buying a cash register by 6/30/83.	Director - University Dining Services
Internal Audit Central Stores, Physical Inventory at 6/30/82, 9/10/82	4. Unit prices were inconsistent with unit costs.	X				The count sheets will be reviewed by the supervisor prior to count scheduled for 6/30/83.	Director of Facilities Management
	5. Obsolete items remained on hand from the previous year.	X				School districts will be contacted for buyers. Review annual inventory as of 6/30/83.	Director of Facilities Management
	6. Inventory personnel lacked proper training thereby resulting in counting errors.		X		Partially	Budget restrictions may limit effectiveness of personnel. Internal Audit to review effectiveness of student help.	Director of Facilities Management
	7. Unit markups were greater than management policy for 14.2%.	X				Pricing will be reviewed when the inventory data is compiled on the terminal 6/30/83.	Director of Facilities Management
	8. Security of inventory needs improvements.	X				Central Stores is relocating and the facilities has improved security features. Review again 6/30/83.	Director of Facilities Management

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit, Annual Equipment Inventory, 10/14/82	9. Departmental inventory procedures need improvements.	X				Each department will be requested to designate a full-time staff person to coordinate inventory. Implement 10/83.	Controller
	10. Inventory Control personnel should train departmental personnel assigned to conduct the inventory.	X				Arrangements will be made prior to the next physical inventory.	Controller
	11. A physical inventory listing should not be accepted if the departmental acknowledge signature is missing.	X			Partially	To proceed with the inventory process, six counts were accepted without, signature (Review again 9/83).	Controller
	12. Property loaned for a short period of time should be noted on a departmental reminder card system.	X				Presently under study by Inventory Control Management. Contingent departmental inventory coordinator.	Controller
	13. The cause for missing an item should be noted on the initial inventory listing.		X			This would delay inventory processing. Special investigations are more appropriate. Review again 10/83.	Controller
Internal Audit, Bookstore Cash Investigation, 10/25/82	14. A cashier should be responsible for her sales and change fund. That is, another cashier should not be allowed to operate out of her fund.			X		Would increase labor costs. Due to a change in management plus the significance of this finding again in next scheduled audit of the Bookstore.	Director - Pence Union Building (Bookstore Operation)
Internal Audit Parking Meter Revenue 12/16/82	15. Internal control for parking meter revenues is not satisfactory.	X			X	New collection and deposit of meter revenues procedures have been implemented.	Director of Facilities
Internal Audit Tawanka Cash Investigation, 12/20/82	16. The security of cash was not adequate.		X		X	Cash reconciliations performed with restricted staff access.	Director-University Dining Services

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit, Student Union Cashiering Investigation, 1/23/83	17. Alterations as well as other entries in the change in/out form should be written in ink and approved by the Head Cashier.	X			Partially	Alterations are now written in ink and initialed by the Head Cashier. Same changes will be made to improve the change in/out form for implementation by 5/30/83.	Director - Pence Union Building
	18. We noted the cash register operations at the Information Desk were not always ringing up each sale nor putting the coins & currency in the till after each transaction.	X				The cashiers are now ringing up each sale; however, when change for video games, etc. are processed currency is not always being put in the till after each transaction. We will look into this problem further and report on again in our next report which is due July 26, 1983.	Director - Pence Union Building
	19. Quarters used for video games (which are part of the cash register operator change fund) are not all kept in the cash register thereby invalidating control procedure for proper accountability of the cashier change fund.	X				Lockable bags have been ordered for receipt by 5/31/83. When leaving the register cashier will put money in the bag; lock, and then store in a closet that can be locked. Will keep key to money bag with them.	Director - Pence Union Building
	20. We determined that the cash register drawer lock for the Information Desk cash registers A & B were interchangeable then by invalidating the control over access to each cashier's change fund.	X				The locks to the cash register have been installed; however, additional procedures need to be set up to secure the extra key to each cash register drawer. Will report progress in next report 7/26/83.	Director - Pence Union Building
	21. We determined that there are duplicate operator keys numbered 1 through 6 that are interchangeable on Information Desk cash registers A & B thereby eliminating the audit trail necessary to check the sales back to each operator.		X		X	Procedures have been set up to assure assignment if non-duplicated operator keys by shift of operated along with a lockable cash bag. The operator key will be put in the night safe when the Head Cashier is gone.	Director - Pence Union Building

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit, Student Union Cashiering Investigation, 1/23/83	22. Periodically the Director, or his designee, should conduct an unannounced Cash Register "X" Reading in order to give assurance that proper closing procedures are being followed.					A management response to this recommendation was not received. Will report on the disposition of this audit finding in our next report due 7/26/83.	Director- Pence Union Building
	23. Change bags for the daily night shift and weekend operators are not kept in the safe thereby making them very vulnerable to possible theft.					Though a response was received, adequate action to resolve this issue has not occurred. Will report on the disposition of this audit finding in our next report due 7/26/83.	Director - Pence Union Building
	24. We determined that the Pub Cashier - filling as a relief cashier for the Eagle Shop Manager occasionally will work out of the same cash register change fund thereby invalidating established controls.					A management response to this finding was not received. Will report on the disposition of this audit finding in our next report due 7/26/83.	Director - Pence Union Building
Internal Auditor's/ Review Motor Pool Charges 2/17/83	25. Provide for numerical and batch control.	X			Partially	New trip tickets ordered and batch controls will be implemented 9/83.	Director of Facilities
	26. Chargebacks should be reconciled to vehicle mileages.	X				Procedures are being developed to insure mileage is accounted for 9/83.	Director of Facilities
	27. Vehicle rental agreements need improved documentation.	X				Management will review risk management for vehicle release 9/83.	Director of Facilities

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Outdoor Equip. Rental and Summer Recreation Program Audit, Investigation, 12/14/82 - completed by the Internal Audit Department.	28. Wages paid cash from an off-campus account were not properly documented or reported to the IRS.	X			X	A list of the employees was given to the Controller. Payroll records will be updated and tax reports submitted to the IRS.	Chairman, Recreational and Leisure Services
	29. The practice of non-collection of fees for for the spouse as <u>in-kind</u> payment of wages for a guide for the Summer Recreation Program should be discontinued.	X			X	Our test of current procedures indicated that the practice of non-payment of fees for a spouse as in-kind payment as a guide have been discontinued.	Chairman, Recreational and Leisure Services
	30. The practice by the (O.E.R.) department of selling camping supplies in behalf of students on consignment should be discontinued.	X			X	Our test of current procedures indicated consignment sales in behalf of students has been discontinued.	Chairman, Recreational and Leisure Services
Outdoor Equipment Rental/Summer Recreational Program, 12/8/82, Review of internal and administrative controls, completed by Internal Audit Department.	31. Stops should be taken to insure that (O.E.R.) bank deposits are delivered daily to Central Cashiering.	X			X	Cash receipts are now deposited to Central Cashiering either daily or as soon as there is approximately "25-50" on hand.	Chairman, Recreational and Leisure Services
	32. Set up procedures to make certain that the change fund and customer deposits are properly locked and secured at the end of the day.	X			X	Daily the O.E.R. secretary picks up the change funds and customer damage deposits at 3:00 p.m. and locks them in a secure location.	Chairman, Recreational and Leisure Services
	33. Checks should be made payable to O.E.R. Upon receipt the check should be immediately stamped with a restrictive endorsement.	X			X	Our test of procedures indicated checks are payable to E.W.U. and stamped upon receipt with a restrictive endorsement.	Chairman, Recreational and Leisure Services
	34. A new prenumbered rental lease form should be ordered which includes provisions for rental charges, damage deposits, late fees, and repair charges the contractual requirements should be approved by the Campus Services Manager.	X			X	The new prenumbered rental lease form has been received and is being used.	Chairman, Recreational and Leisure Services

<u>AUDIT FIRM</u>	<u>FINDINGS AND RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Outdoor Equipment Rental/Summer Recreation Program, 12/8/82 Review of Internal and Admini- strative Controls, completed by Internal Audit Department	35. All customers without exception, should be charged for rental of outdoor equipment.	X			Partially	We confirmed all customers are being charged for equipment rental. A policy still needs to be developed with the Purchasing Department for testing of equipment. We will look at this again 7/83.	Chairman, Recreational and Leisure Services
	36. Contrary to state guidelines, some of the daily cash receipts were being used for petty cash expenditures and as a change fund for processing return of damage deposits for equipment rentals.	X			X	Our test of procedures indicates the petty cash and change fund are being used in compliance to University procedures.	Chairman, Recreational and Leisure Services
	37. In exception to state requirements, a separate off-campus checking account at Lincoln Mutual Savings Bank for deposit of both outdoor equipment rental and summer recreation program cash receipts was being maintained.	X			X	The off-campus cash account at Lincoln Mutual Savings has been closed out. All revenues are now deposited to the University bank account.	Chairman-Recreational and Leisure Services
	38. In exception to state inventory central surplus and disposal procedures, sales of Outdoor Equipment Rental were made directly to the public in the amount of \$138.10.	X			X	Procedures have been established with the University equipment personnel for disposal of surplus equipment.	Chairman, Recreational and Leisure Services

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit, Tuition & Fee Audit, Smr., 81, 3/12/82	39. Tuition refund policies due to withdrawals are not clear.	X				Written policies and procedures will be updated, approval obtained and implementation set up in stages. Delayed due to organizational changes. Review again 7/83.	Controller
	40. Due to lack of written desk procedures, refunds of tuition fee refunds are not consistently applied.	X					Controller
	41. Tuition fee guidelines are not applied consistently for forfeited fees due to with- drawal after the cutoff date.	X				Written policies and procedures will be updated, approval obtained and implementation set up in stages. Delayed due to organ- izational changes. Review again 7/83.	Controller
	42. Student Accounting receives no notification of change of credit hours except for complete withdrawals.	X					Controller
Internal Audit Personal Service Costs 11/11/82	43. The check distribution for supervisory teachers precludes proper separation of duties.		X			Supervisory teaching are not required to sign for checks show I.D. only.	Controller
Federal Audit, Title IV, Fin. Aid Dept., Period July 1, 1980 to June 30, 1982. Completed by Internal Audit & Certified by the State Auditor, dated December 31, 1982.	44. Cash collections for SEOG and BEOG receivable have not been transferred back to the Federal cash account.	X			X	SEOG & BEOG Overawards amounting to \$1158.10 of \$2170.00 have been returned to the Federal Office of Education.	Controller
	45. As pointed out in the previous Federal audit for the period 78-80, an adequate self- evaluation system has not been established.			X		The NASFAA Self-Education Guide, Director of Financial Aid we believe, is not a useful management tool. An internal evaluation form has been developed for this purpose. A copy of the form was included in the audit report.	

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Federal Audit, Title IV, Fin. Aid Dept., Period July 1, 1980 to June 30, 1982. Completed by Internal Audit & Certified by the State Auditor, dated December 31, 1982.	46. Receivables for Title IV Program Overawards are not adequately controlled.	X				The Controller and the Financial Aid Director will be looking at methods for establishing adequate separation of procedures for control of Accounts Receivables by 9/30/83.	Controller
	47. Some cancellation forms for NDS Loans did not have an official seal or stamp recorded by the certifying official.			X		Some institutions do not have official seals or stamps and therefore could not provide this on the official loan cancellation form.	Controller
	48. University procedures for loan deferment processing needs to be improved.		X			A deferment transaction will continue to be processed without a written letter from the borrower; however, a letter will be sent to the borrower regarding the disposition of the deferment request.	Controller
	49. Prior audit finding (78-80) referred to Dept. of Ed. "Unresolved issue - "is the University allocation of campus based student Financial Aid Fund based on data reported could have exceeded the amount the institution was entitled to receive.	X				Finding from prior federal federal audit 78-80. Final decision regarding the application for funding has not been received yet from the Federal Office of Education.	Director of Financial Aid
Federal Audit, Title IV, Fin. Aid Dpt., Period - July 1, 1980 to June 30, 1982. Informal operational findings determined by Internal Audit review, dated September 31, 1982.	50. The Financial Aid Appeals Board standards should be more restrictive regarding release of financial aid. Based upon our sample of 86 suspensions, 66 students continued to receive financial aid.		X			The Appeals Board evaluates each Director of Financial Aid student's circumstances which led to suspension of aid against academic progress requirements. The continued receipt of aid is awarded on the probability of academic success in the future after careful consideration of the circumstances in each case.	

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Federal Audit, Title IV, Fin. Aid Dpt., Period July 1, 1980 to June 30, 1982. Informal operational findings determined by Internal Audit review, dated December 31, 1982.	51. Steps should be taken by Financial Aid's Department management to more stringently monitor the data collection process in order to reduce the number of errors occurring on the income grid of the application for funding. The error rate is approximately 6.1%.	X				The Financial Aid Office is presently, and will continue to, review each file for adequate placement in the income grid.	Director of Financial Aid
Federal Audit, Grants & Contracts, for period July 1, 1979 to June 30, 1981, completed by E.W.U. Internal Audit Department.	52. Grant payments for 1980-81 exceeded authorized amounts for 3 of 82 professional contracts we reviewed. \$1986.00 should be transferred back to the respective grantor cash account.	X			X	The payroll costs and related indirect costs have been returned to each respective Federal agency involved.	Controller
	53. Payroll processing procedures should provide for identification of earnings that exceed the contracted amount.	X			X	The new payroll system installed July 1, 1982, provides for identification of overpayments that are paid beyond the ending date of the contract.	Controller
	54. Due to discrepancies between recollected and personal effort reported, \$1,242 of personal service and benefit costs plus any related indirect cost accrued should be refunded to the Federal government. The reporting system should provide for independent internal evaluations to insure it is working effectively.		X			Periodic internal evaluations of the time & effort system will be conducted. Management does not agree that the \$1242 plus indirect costs should be returned to the Federal Gov. This issue, if contested, would be subject to negotiation with the Federal Gov.	Controller

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Federal Audit, Grants & Contracts, for period July 1, 1979 to June 30, 1981, completed by E.W.U. Internal Audit Department.	55. All cost transfer transactions should be approved by management to insure that documentation is adequate to meet Federal requirements.	X			X	The Controller or her designee review all cost transfers processed by Grants Acctg. to insure adequate documentation is available.	Controller
	56. Policies and procedures should be implemented to assure timely and acceptable documentation to support the University's cost sharing and/or matching requirements for Federal grants and contracts.	X			Partially	An attribute (indicator) has been set up in the Acctg. system to document cost sharing for grants & contracts. By 6/30/83, the Personnel Activity Report will be revised to include cost sharing data.	Controller
	57. Financial adjustments should be made for \$694.46 identified as unallowable interdepartmental cost transfer charged to Federal grants & contracts.		X		Partially	\$378.02 have been returned to the Fed. Gov. The University is questioning \$238.94 for cleaning supplies that was disallowed. This issue, if contested, would be subject to negotiation with the Fed. Gov. Additional research is being conducted into a \$77.50 cost item disallowed.	Controller
	58. In order to assure compliance to Federal Circular No. A-21, interdepartmental recharge costs should be monitored through the Grant Accounting Office.	X			Partially	Most interdepartmental cost for Federal grants are now monitored by Grants Acctg. Updated written procedures for departments not using IDPO's such as the Motor Pool & Copy Center will be completed by 7/30/83.	Controller
	59. We determined some Federal grant expenditure documents were processed without proper monitoring and approval.	X			X	Institutional policy requires approval of payment document in Grants Acctg. Reminders are sent out periodically to Project Directors to reinforce this policy.	Controller

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Federal Audit, Grants and Contracts for Period July 1, 1979 to June 30, 1981, completed by E.W.U. Internal Audit Department.	60. We determined the certification from for personal service costs needs modifications to insure that charges to Federally sponsored programs represent actual time and effort expended.	X				The Personnel Activity Report (Time & Effort) will be revised by 7/30/83 to include overload and cost sharing assignment.	Controller
	61. Procedures need to be documented in order to insure standardized compliance to Federal Circular A-21 Cost Requirements.	X				Updated written procedures will be prepared for processing of the Personnel Activity Report to insure compliance to Fed. Circular A-21 by 7/30/83.	Controller
	62. The Payroll Department should establish procedures that will insure that pay rates are properly approved before acceptance for processing of the payment.	X			X	All payroll documents for grants and contracts must be approved by Grants Acctg. Reminders are being sent out to the affected departments to reinforce this policy.	Controller
	63. E.W.U. should institute a monitoring system that will insure submission of Federal Financial Status reports in a timely manner.	X			X	The new Financial Acctg. System utilizes an Attribute to the Flag report due dates. An indexing tickler reminder system is also used.	Controller
	64. Cash requests and reimbursements were not consistent with actual expenditure cycles thereby resulting in Federal expenditures being intermittently financed with State funds.	X			X	Several procedures have been changed to improve management of cash requests of Federal funds including use of FAS mechanical entries and more timely management review.	Controller
	65. The management reporting system for control and monitoring of the Federal cash account should be improved.	X			X	A reporting system has been implemented for management monitoring for review of cash deficits, temporary investments of excess cash and cash position for letter of credit requested and total Federal program cash needs.	Controller

AUDIT FIRM	FINDINGS AND RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Arthur Anderson, CPA Auxiliary Enterprise Audit, as of 6/30/82	66. Consider developing certain computer applications to improve efficiency of clerical functions.	X				The Administrative Support Unit is currently developing the programs for the suggested applications set for implementation by 7/30/83.	Director of Auxiliary Enterprise
	67. Develop written physical inventory procedures.	X			Partially	Bookstore and Tawanka has completed writing inventory procedures. The PUB Student Union to complete by 5/30/83.	Director of Auxiliary Enterprises
	68. Improve purchasing controls at the Eagle Shop.			X		Plan is to shift buying of Eagle Shop inventory to Bookstore by 6/30/83. We will have Arthur Anderson review this procedure at that time.	Director - Pence Union Building
	69. Expand internal audit activities concerning computer operations.	X			X	Internal Activities are in this process of being expanded to include audit of computer systems and applications.	Director of Financial Services
	70. Revise the policy on the recording of returned checks.		X			A study of the U. of W. system for handling NSF checks is in process. A decision will be issued by 6/1/83 concerning this finding.	Controller

PERSONNEL ACTIONS

Academic

1. Faculty Appointments - 1983-84

Alber, Robert E., Assistant Professor of Journalism, academic year; term contract. Salary: \$20,362 plus any general salary increase that may be mandated in June, 1983

(B.S., Oregon State U., M.S., S. Dakota State U. Previous experience: Reporter/Photographer, Corvallis Gazette-Times, 1973-75; Dir. of Publications and Asst. Dir. of Information, Western Oregon State Coll., 1975-79; Asst. Prof. of Journalism, S. Dakota State U., 1980 to present)

Carlberg, Karen A., Assistant Professor of Biology, academic year; term contract. Salary: \$17,738 plus any general salary increase that may be mandated in June, 1983

(B.S., U. of Washington; M.S., Ph.D., U. of New Mexico. Previous experience: Postdoctoral Research Fellow, Dept. of Physiology, U. of Florida, 1981 to present)

Kellam, Bruce J., Assistant Professor of Marketing and Management, academic year; term contract. Salary: \$22,500

(B.S., M.B.A., Cal. State U. Previous experience: Head Instructor, Dahl's Coll., Great Falls, Mont., 1966-67; Chairman and Asst. Prof. of Business and Secretarial Science, N. Mont. Coll., 1967-69; Asst. Prof. of Marketing, EWU, 1969-75; Dir. and Asst. Prof., Columbia College Extended Studies Ctr., 1975-78; Program Dir. and Asst. Prof., Fort Wright Coll., 7/78 - 12/81)

O'Daly, William A., Assistant Professor of English, academic year; term contract. Salary: \$16,426 plus any general salary increase that may be mandated in June, 1983

(B.A., Cal. State U.; M.F.A., EWU)

2. Change of Status/Continuation of Special Appointment

Kelley, William J., Assistant Professor of Urban and Regional Planning; from term to probationary appointment effective September, 1983

Lightfoot, Donald R.; reappointment as Adjunct Associate Professor of Biology for academic year 1983-84

3. Professional Leaves - 1983-84

No. of Quarters

Anderson, Philip N., Associate Prof. of Acctg.	1
Atwood, Robert W., Professor of Psychology	3
Bell, Donald R., Professor of Applied Psychology	3
Mutschler, Felix E., Professor of Geology	3

4. Leave of Absence (without pay)

Elton, Robert H., Professor of Psychology; leave without pay 1983-84

5. Appointment with Tenure - 1983-84

Harris, Sarah (Salli) E., Assistant Professor of Dental Hygiene (1977)

Hulpke, John F., Associate Professor of Management (1977)

Hurand, Fred A., Associate Professor of Urban & Regional Planning
(1977)

Matison, Sonja C., Associate Professor of Social Work (1977)

Norby, Janet R., Professor of Education (1977)

Pippard, James L., Assistant Professor of Social Work (1977)

Uibel, Howard F., Professor of Recreation and Leisure Services (1977)

Williams, William C., Associate Professor of Psychology (1977)